

**15 MAY 2000**

**Security**



**INSTALLATION SECURITY CONSTABLE  
HANDBOOK**

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This pamphlet implements AFD 31-1, *Physical Security*, dated 1 August 1995 and AFI 31-101, *The Air Force Installation Security Program*, dated 1 Dec 99 to establish procedures for developing and organizing an effective Security Education and Training program. This pamphlet establishes procedures and requirements for the Installation Security Constable to implement Phase I, Orientation Training and Phase II, Continuation Training. This pamphlet does not apply to Air National Guard and United States Air Force Reserve units. Many of the areas covered in this pamphlet are extracted from the command supplement for AFI 31-101. Requirements established in this pamphlet are directive in nature.

**SUMMARY OF REVISIONS**

This revision updates information from AFI 31-101, 1 December 1999 which supersedes AFI 31-101, Volume I and AFI 31-209. All USAF, DOD civilians and contract personnel assigned to the installation other than security forces, are identified as support forces.

**1. Introduction:** As the Installation Security Constable, you are the key player in an effective security education and training program which has direct impact on the security of USAF protection level resources. You will work hand-in-hand with a large part of the base population who primarily work on the installation's most valuable real estate--the flightline! Additionally, your reach extends outside the restricted area to the controlled areas located around the installation that support protection level resources. Security awareness is paramount in providing appropriate protection for our resources.

**2. Role of the Constable :** You are an educator, motivator, public relations representative and above all else, a professional who can be counted on for guidance and assistance. You are a force multiplier, bringing support forces and security forces together to obtain the overall state of security required to protect our installations. Specific duties are determined by the installation Chief of Security Forces (CSF) to meet the following minimum requirements:

**Phase I, Orientation Training** (conduct this training during indoctrination to the installation) (Ref: AFI 31-101, para 7.2.2.)

**Phase II, Continuation Training** (tailored to the individual job, and encompassing detection exercises in restricted and controlled areas)(Ref: AFI 31-101, para 7.2.3.)

Updates to the Installation Security Council (including exercise ratings and trends)

**3. Establishing the Security Education and Training program at your installation:** The Installation Security Constable position is established under the authority of AFI 31-101, The Installation Security Program, AMC Supplement 1. This is the single most important position in developing the security education and training of personnel assigned to an installation. Without an effective security education and training program, the security awareness of personnel working on or around the installation will be degraded. You must communicate security policy and procedures, establish a relationship of trust with commanders from the entire installation and provide supervisors with support and guidance needed to educate and motivate troops assigned to their sections.

3.1. The CSF must appoint the Installation Security Constable in writing and inform all commanders on the installation of the appointment.

3.2. The Installation Security Constable's information must be publicized to installation personnel through any visual media deemed appropriate by the CSF.

3.3. The Installation Security Constable must be included by the wing as part of the base indoctrination program. Your involvement at this level is paramount!

3.3.1. Phase I, Orientation Training, as listed in AFI 31-101, para 7.2.2. must be accomplished during indoctrination training. Documentation of this training can be accomplished by maintaining sign-in sheets for the indoctrination program.

3.3.2. Phase II, Continuation Training, as listed in AFI 31-101, para 7.2.3. must be accomplished continuously. This includes detection exercises conducted on a recurring basis in restricted and controlled areas. As the Installation Security Constable your role in this phase of training should be focused on detection exercises and continued awareness briefings to unit personnel. You should also work with unit security managers and unit training managers to ensure they have updated information in their phase II security education and training programs.

**4. Conducting the Security Education and Training Program:** As the Installation Security Constable, you must be flexible and highly mobile. Your job should take you into the workcenters, controlled and restricted areas on a daily basis. Consider becoming a mobile constable, setting up your office outside of the normal security forces work center. You cannot effectively complete your responsibilities sitting at your desk in the security forces building day in and day out. You must gather and use available resources to conduct program initiatives. Consider the following examples for inclusion in the program (not all-inclusive):

Video productions depicting local security conditions

Power point briefings for CC calls and work center briefings

Bogus credentials for controlled and restricted area penetration exercises

Military uniform items for use during exercise scenarios

Handouts containing security education information

Incentive programs sponsored by wing and unit commanders for security awareness actions

**4.1. Phase I, Orientation Training:** Get involved with the military personnel flight's base intro monitor and develop a briefing that will grab the attention of the newly assigned personnel. You must conduct this training as part of the installation's indoctrination program. It will include as a minimum:

Local threat conditions and how the threat applies to the individual

Information from the Installation Security Instruction concerning restricted area entry, controlled area entry and other pertinent installation specific security information

Escort procedures for restricted areas

Duress word procedures

Locations and designations of protection level resources

Security Reporting and Alerting System information

HELPING HAND/COVERED WAGON hotlines to the Security Forces Control Center

TERRORIST or CRIMESTOP hotlines to the Security Forces Control Center

**4.1.1. The key here is to get their attention!** Include information on recent security incidents or events in your presentation. Talk about scenarios from HELPING HAND situations at your installation or across the command. You can also get their attention by talking about the exercise scenarios you have pulled in their work centers, citing good and bad examples. If your installation commander has established an incentive program at your installation, this would be a good time to inform new personnel how it works.

4.1.2. Document Phase I training as determined by the CSF. As a minimum, you should maintain a list of all personnel who attended the training sessions for a period of one year. Establish procedures to have personnel sign the intro sheet acknowledging completion of the training. Consider briefing the Installation Security Council (ISC) on numbers trained.

**4.2. Phase II, Continuation Training:** This phase of training will be conducted in two distinct parts. The unit as part of their ancillary training program conducts part 1. This training should be tailored to the specific duties of their workcenters. For instance, training a flight of crew chiefs should include procedures to detect, detain and report intruders found in the restricted area. The Installation Security Constable should work closely with each unit to ensure they have current training materials and tests to evaluate their personnel. The Installation Security Constable should physically go to the work centers to visit with personnel before and after training to continue awareness training and validate the effectiveness of the unit level training. Phase II training must include as a minimum:

Information on threats to USAF protection level resources

Security procedures for restricted and controlled areas (i.e. circulation and entry control)

Duress words and authentication procedures

Written knowledge tests

Test results should be forwarded to the Installation Security Constable on an annual basis as determined by the CSF

The Installation Security Constable will conduct part 2 of continuation training. This will be completed by:

Visits to each restricted area workcenter twice per year (can be accomplished through roll call training or by briefing the unit at a commander's call).

Detection exercises to determine the effectiveness of the training program

Designate them as Security Education and Training exercises

4.2.1. Documentation of Phase II training will be accomplished on a locally devised form (computer database is acceptable). When knowledge tests are administered as part of the training, document the number tested, number of failures and heavily missed (trend) items. The Installation Security Constable should use the trend information to tailor future briefings and exercise scenarios for personnel assigned to the work center. Consider reporting this information to the ISC.

4.2.2. The Installation Security Constable will conduct continuation training separate from units by planning, conducting and evaluating detection exercises in restricted areas and controlled areas which support protection level resources. Design these exercises to determine the effectiveness of the installation security program. The ISC must establish complete exercise guidelines. The ISC will locally determine the number and frequency of detection exercises. Evaluate the number needed based on the size and number of restricted and controlled areas and the number of personnel assigned to these areas on a regular basis. Document the local determination in the ISC minutes and adjust as necessary. Conduct sufficient exercises to develop trends and report that trend data to the ISC.

4.2.2.1. SET exercises should be designed to test the security awareness of non-security personnel assigned to controlled and restricted areas. Specific exercises to test the security awareness of security forces personnel should be coordinated with the security forces Standardization and Evaluation Section and meet the standards established by AFI 36-2225. You should be highly experienced at conducting exercises prior to initiating this program. Keep in mind that exercise objectives should never take precedence over safety of personnel, equipment or resources. Using actual perpetrators is authorized. However, exercise perpetrators **WILL NOT** simulate any action which could be interpreted as hostile by support or security forces. Additionally, perpetrators will explicitly follow any and all directions given by the exercise participants unless it causes a potential safety hazard or would violate the law. Consider implementing an exercise safety briefing (sample listed at [Attachment 1](#)).

4.2.2.2. In order to plan effective and safe exercises, you must completely plan and execute SET exercises with a cradle to grave philosophy. Use the following guidelines when developing SET exercises:

**PLANNING PHASE:**

Schedule a time and location for the exercise  
Develop an exercise scenario with at least one specific objective  
Determine equipment, uniform and perpetrator needs

**IMPLEMENTATION PHASE:**

Notify a control center (as determined by local operating instructions)(SFCC, WCP, etc.)  
Brief perpetrators on their responsibilities and safety guidelines  
Initiate the exercise (follow local authentication procedures as determined by the CSF)

**EXECUTION PHASE:**

Obtain a position where you can observe all actions of the perpetrators/exercise participants  
Control the actions as needed (step in if problems arise or safety is in question)  
Terminate the exercise when objectives are met or when it is clear that the objectives will not be met  
Gather exercise participants and conduct a critique of the exercise (make every effort to leave the critique with positive lessons even if the exercise is graded as a failure)  
Allow exercise participants to evaluate what they saw wrong

**AFTER ACTION PHASE:**

Obtain names of participants for an exercise report  
Notify the attending control center of the termination (record in the blotter)  
Debrief perpetrators, gather equipment and release them to their work center  
Complete a report of the exercise and send it for review as determined by the CSF  
Consider sending the report to the commander of the exercise participants for review  
Compile information for formal reporting to the ISC

**NOTE:** The use of civilians in SET exercises should be discouraged. However, if the installation considers this as an option, coordination with your local staff judge advocate and the wing safety office must be accomplished. Military members may be used to dress and act like civilians while performing perpetrator duties. Consider designing scenarios with military and civilian perpetrators.

4.2.2.3. Develop an exercise grading scale for use during SET exercises. This grading scale must be approved by the ISC and should be included in your ISI. As a minimum, assign a

grade of pass or fail to each exercise conducted. More elaborate systems may be developed to give better insight into the outcome of the exercises. A scale with 3 or 5 levels (i.e. Unsatisfactory, Satisfactory or Outstanding) may be adopted by the ISC.

4.2.2.4. Exercise failure procedures must be developed to ensure correct lessons are learned from the exercises being conducted. If a unit or work center fails a SET exercise, a re-evaluation with similar circumstances must be conducted after 30 days, but no longer than 60 days from the date of the failure. While it is realized that the same personnel may not be involved during the re-evaluation, the intent is that the exercise results and lessons learned will be shared by personnel throughout their organization.

4.2.2.5. Document your SET exercises as directed by the CSF. Consider a formal report for any exercise which resulted in a failure ([Attachment 2](#)). Some form of notification to the CSF and commander of the exercise participants should be developed. Consider face-to-face briefings with supervisory personnel, phone calls or email notifications. Track and log all exercises on a locally developed exercise log. Annotate the time, date and location of the exercise. Additionally, a brief summary of the scenario, personnel involved and the outcome of the exercise should be included. This log should look similar to the Helping Hand and Covered Wagon logs maintained by your security forces control center. Maintain a log of exercises by calendar year. Maintain SET exercise logs for a period of one year after closeout.

4.2.3. Written knowledge tests: Develop a test bank of questions. This will allow you to tailor the tests for the work center being visited. Make questions specific to restricted area security and separate questions for controlled area security. Make additional questions which apply to those non-security personnel who don't work in restricted or controlled areas, but who require security awareness training.

4.2.3.1. Questions should be multiple choice or true/false. Do not design questions to trick or stump the participants. Written tests should be aimed at determining the level of comprehension from your training sessions. Consider taking tests with you when you visit work centers and commander's calls. Inform supervisory personnel that pre-tests are available and can be used before training to identify the unit's actual training needs. Most supervisory personnel will appreciate you targeting the training to what they actually need rather than a general training session which may waste valuable mission time.

4.2.3.2. Grade the tests on the spot and give immediate feedback to the test takers. When completed, give an overall summary of the items missed. If areas were highly missed, provide the group with the correct information immediately. Do not let personnel leave the training session with incorrect information.

4.2.3.3. Document results of the tests. Individual documentation of testing results is not required. Brief the ISC on overall testing results. The CSF should determine the format for reporting this information.

**5. Day-to-day Installation Security Constable activities:** Since the Installation Security Constable is a full time authorized position within AMC, there are many day-to-day operations that can be accomplished when you are not out conducting training. You are not required to be armed to perform daily duties. However, during periods of increased operations tempo and decreased manpower, the CSF should consider arming you to augment available patrols in the restricted areas or on the installation. While armed, you

may continue to complete Phase II awareness training and detection exercises within assigned post limits as long as they do not detract from your ability to carry out assigned responsibilities. Your CSF should develop guidelines on your actions when you are assigned to patrol duties.

5.1. Entry control point checks: You can quickly spread the word on security awareness by getting out on the flightline and conducting entry control point checks. Consider asking a series of security education questions as you check the badges of those entering. This is a great way to determine knowledge on duress words and entry control procedures. Once again, this is great information to report to the ISC. It is also a good way to provide feedback to supervisors and commanders. Call a superintendent from the maintenance squadron and tell him that 12 out of 20 troops tested did not know the duress words and you will get his/her attention. Conversely, if you tell them that 18 out of 20 knew the correct duress words, you can thank him/her for their support of the security education and training program.

5.2. The Installation Security Constable should be assigned under the Installation Security Section. The CSF should give high priority to providing the constable with a vehicle for daily use. Rather than dedicating an otherwise usable patrol vehicle, consider using one of the following:

Motor pool U-drives

All-terrain vehicles

Bicycle

Golf Cart

Step Van (could be converted into a mobile control center)

5.2.1. Constables should conduct daily operations as directed by the CSF and local directives. The following list suggests the DOs and the DON'Ts of conducting constable operations:

**Table 1. Constable Duties.**

<b>DO</b>	<b>CONSTABLE DUTIES</b>	<b>DON'T</b>
♦	Conduct face-to-face meetings with unit security managers and superintendents	
♦	Attend quarterly security manager's meetings	
♦	Attend Commander's calls for all units on the installation	
♦	Walk-around and conduct face-to-face meetings in restricted and controlled areas	
♦	Review Helping Hand and Covered Wagon logs weekly	
♦	Publish security education handouts and distribute to the installation	
	Act like an inspector	♦
	Create security rules and regulations	♦
	Keep personnel from accomplishing mission essential tasks	♦
	Be late for meetings, briefings and CC calls	♦
	Allow personnel to downplay the security education and training program	♦

5.2.2. The above list is not all-inclusive. The Installation Security Constable should be an extremely professional security forces member, selected to perform these duties based on maturity level, experience and proven performance.

5.2.2.1. The Installation Security Constable must be the security education and training expert for the entire installation. Thorough knowledge of Air Force Instructions governing security of the installation is a must. Additional knowledge on anti-terrorism procedures, intrusion detection systems, security forces training and evaluations is critical to the proper execution of the constable's duties. Study and become well versed on the following publications:

DOD Regulation 5200.8, *Security of DoD Installations and Resources*  
 AFI 31-101, *The Air Force Installation Security Program and AMC supplements*  
 AFI 31-201, *Security Police Standards*  
 AFI 31-207, *Arming and Use of Force by Air Force Personnel*  
 AFI 31-210, *The Air Force Anti-terrorism/Force Protection Program Standards*  
 AFJI 31-102, *Physical Security (also known as Army Regulation 190-16)*  
 AFRPD 31-4, *Information Security*  
 AFRPD 31-6, *Industrial Security*

5.3. Keep in mind that you are the lone representative of the CSF and your entire unit during many encounters around your installation. Your professional conduct and bearing must remain above reproach at all times. The effectiveness of your installation's security awareness is highly dependent upon your success.

DENNIS A. HUNSINGER, Colonel, USAF  
 Director of Security Forces



## Attachment 1

## SECURITY EDUCATION AND TRAINING (SET) EXERCISE SAFETY BRIEFING

ITEM #	BRIEFING ITEM	ACTION COMPLETED
1	A) INTRODUCE YOURSELF AND BRIEF YOUR CALL SIGN AND OTHER PERTINENT COMMUNICATIONS INFORMATION IDENTIFY THE EXERCISE CONTROL CENTER ASSIGN CALL SIGNS TO PERPETRATORS IF THEY HAVE RADIOS	
2	CONFIRM THE PRESENCE OF ALL EXERCISE PERPETRATORS	
3	CONFIRM THE PRESENCE OF EQUIPMENT ITEMS NEEDED A) UNIFORMS B) BOGUS CREDENTIALS C) RADIOS	
4	GIVE A DETAILED BRIEFING ON THE EXERCISE SCENARIO A) GIVE PERPETRATORS EXACT ACTIONS YOU WANT THEM TO TAKE B) IDENTIFY THE WORKCENTER OR AREA WHERE THE EXERCISE WILL BE CONDUCTED	
5	DISCUSS THE SPECIFIC OBJECTIVES OF THE SCNEARIO A) DETAIL ANY ROOM ALLOWED FOR FREELANCING BY THE PERPETRATOR B) GIVE THE PERPETRATOR INSTRUCTIONS ON INFORMATION GATHERING (NAMES, UNIT AND ACTIONS TAKEN OR NOT TAKEN BY EXERCISE PARTICIPANTS)	
6	DISCUSS THE TIME LIMIT OF THE EXERCISE A) SPECIFIC TIMES SHOULD BE PLANNED AND ADHERED TO B) SET EXERCISES MAY BE DELAYED PENDING REAL-WORLD ACTIVITIES AND CONTINUED AS DEEMED NECESSARY	
7	DISCUSS A PLAN OF ACTION IF THE PERPETRATOR IS NOT DETECTED WITHIN THE TIME LIMIT A) DETERMINE TRAVEL ROUTES TO BE USED B) DETERMINE RALLY POINT	
8	GIVE DETAILED INSTRUCTIONS ON THE ACTION TO TAKE A) PERPETRATORS MUST OBEY INSTRUCTIONS B) PERPETRATORS MAY NOT COMMIT HOSTILE ACTS C) PERPETRATORS WILL NOT USE PHYSICAL VIOLENCE	
9	DISCUSS ACTIONS FOLLOWING THE EXERCISE	

## Attachment 2

## SAMPLE SECURITY EDUCATION AND TRAINING FORMAL REPORT



MEMORANDUM FOR 545 AGS/CC

FROM: SFS/CC

SUBJECT: Security Education and Training (SET) Exercise 99-24

1. EXERCISE SCENARIO: On 1 Jan00, at approximately 0800 hours, one unidentified perpetrator entered the restricted area, breaking a red line at parking stub #35, without proper credentials.
2. WHAT HAPPENED: The perpetrator entered the area and approached the aircraft located on stub #35. No military personnel security or support forces) were available on the stub and the aircraft hatch was left open. The perpetrator entered the aircraft and remained there unattended for 15 minutes. Upon his attempted departure from the aircraft, a vehicle approached the perpetrator with several military members inside. They stopped the individual and asked what he was doing. After a brief conversation, the perpetrator was released and instructed where the nearest entry control point was located.
3. WHAT SHOULD HAVE HAPPENED: The aircraft hatch should have been closed when unattended. The support forces who approached the perpetrator should have asked for his restricted area badge upon initial contact. Immediately following their discovery of no credentials, they should have detained and reported the information to the security forces control center. If the perpetrator was non-hostile, they could have removed him from the area. Additional support personnel should have conducted a search of the aircraft to ensure the perpetrator did not cause damage to the aircraft.
4. FOLLOW-UP ACTIONS: A similar exercise will be conducted between 30 and 60 days from the date of this exercise. Remedial training on security education and motivation should be conducted for exercise participants (on-the-spot critique was performed by the Installation Security Constable).

XXXXXXXXXXXXXXXXX, Lt Col, USAF  
Chief, Security Forces